

Department: Emergency Services  
Classification: Non-Competitive pending SCS approval  
Grade: 15

SPEC DISK D111

### **SENIOR PARAMEDIC/DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for providing emergency medical services to residents of Essex County as well as administrative services for the department. The incumbent operates specially equipped medical vehicles in the transport of victims to area hospitals. The incumbent, possessing the appropriate certification level from the New York State Department of Health required for the position, renders initial medical services to persons requiring medical assistance. The work is performed under general supervision from the Director with considerable leeway in the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over Emergency Medical Technicians. Employees are required to recertify on a periodic basis the Advanced Emergency Medical Technician certification required for the position. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates specially equipped vehicle to respond to medical emergencies and provide life support services to stabilize persons in life threatening situations resulting from trauma and other medical emergencies;  
Acts as primary care provider in the out-of-hospital setting to accident or other emergency victims such as extraction, splinting, and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, defibrillation, intravenous therapy, drawing blood, endotracheal intubations, EKG monitoring, dysrhythmia interpretation, medical administration, synchronized cardioversion, external cardiac pacing, advanced life support, radio operation, emergency childbirth, electrocardiogram, administering and monitoring injections;  
Monitors and transmits vital signs of pulse, blood pressure and respiration;  
Performs direct medical tasks on persons requiring emergency services;  
Provides assistance in lifting, carrying, and transporting patients;  
Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles and those stranded, marooned, or endangered by unusual circumstances or calls for rescue/extraction assistance;  
Assist in the implementation of an operational plan for major catastrophes and natural disasters in order to respond to medical emergencies;  
Maintains proficiency and State Emergency Medical Technician certification;  
Maintains records of emergency responses, patient treatment, and problems encountered and their solutions rendered in the course of their shift;  
Maintains all required records and/or reports regarding ambulance and emergency medical activities; Sends reports to appropriate agencies and distributes as necessary throughout the department;  
Responds to ambulance and rescue emergency calls as dispatched and to mutual aid calls in neighboring districts when dispatched;  
Maintains the ambulance and rescue vehicles and their equipment in a ready state by checking oil, fuel, fluid levels, and tire pressure as necessary and reports any problems with vehicle operation, cleans exterior and passenger compartments as needed, and keeps all medical/drug supplies in readiness;  
Supervises field staff, including Quality Assurance, yearly competencies and skills training;  
Monitors supply inventory and orders supplies as needed;  
Schedules staff and tracks time requests and rectifies timesheets.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principals, practices, and techniques of emergency treatment procedures appropriate for a New York State Certified Emergency Medical Technician; Thorough knowledge of recent developments in the field of emergency medical treatment; working knowledge of the geographic location of the area; ability to retain sound judgement and remain calm during periods of crisis; ability to safely operate an ambulance or emergency vehicle; ability to plan, schedule and supervise the work of subordinate personnel in a manner conducive to full performance and high morale; ability to remain calm when eliciting information from persons who may be in a highly emotional state; ability to evaluate the extent of illness or injury; ability to prepare and maintain accurate records; ability to train others; ability to communicate well both orally and in writing; ability to establish and maintain a productive working relationship with fellow employees and the general public; good manual dexterity.

**MINIMUM QUALIFICATIONS:**

(A) Possession of a current certification from the New York State Department of Health as a Paramedic or an Advanced EMT Critical Care and must keep current throughout employment.

(B) Possession of a valid license to operate a motor vehicle in the New York State, appropriate for the vehicle to be operated.

(C) Possession of a current Advanced Life Support certification within 6 months of hire date and maintain throughout employment.

(D) Possession of CPR Certification that must remain current throughout employment.

(E) Possession of an Emergency Vehicle Operation and Training certificate within one year of hire date.

(F) Five (5) years of experience in Emergency Medical Services with one year of Supervisory experience.

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